



PURCHASE ORDER

PO Number: 303-2-0018

Requisition Number: 303-2-00128

Order Date: 8/10/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Central Services Bldg
1711 San Jacinto Blvd.
Attn: Diane Jackson
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

12701999026
Diligent Delivery Systems
Daisy Delivery LLC DBA
333 N. Sam Houston Pkwy E. Suite 1000
Houston, TX 77060
Ashley Culpepper
Phone: 512-649-7044, Fax: 512-444-5278
aculpepper@diligentusa.com

Daily Courier Service:

Monday through Friday, excluding state holidays, for FY 2022, 9/8/2021 - 8/31/2022.

Description

Price Per Attached Email Dated 07/23/2021.

TFC Contact:
Diane Jackson
512-463-1918

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Daily courier service: Monday through Friday, excluding state holidays. Regularly scheduled courier services 1 hour daily pickup time: 12 PM NOON	248	Days	\$14.50	9/8/2021	8/31/2022	\$3,596.00

Pickup Location:
Texas Facilities Commission
1711 San Jacinto Boulevard
Fourth Floor

Austin, Texas 78701

Delivery Location:
Treasury Department
200 East 10th Street
A-448
Austin, Texas 78701

Pricing as per emailed quote dated 7/23/2021.

NIGP Class: 962

NIGP Item: 24

Object Class: 286

Reimbursement Type: Not Reimbursable

Grand Total \$3,596.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Finance
Program	Fiscal
Phone	5124631918
Org Code	0601 - Fiscal
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)